Rhode Island Commerce CORPORATION

REQUEST FOR QUALIFICATIONS
Economic Feasibility Consulting Services

I. Description of Proposal

The Rhode Island Commerce Corporation ("Commerce Corporation" or "Corporation") seeks to retain multiple vendors ("Consultant", or "Vendor") to provide economic feasibility consulting services on an on-call basis for plans and projects sponsored or administered through the Corporation and/or its affiliates. The services to be performed include tax advising and analysis, economic and fiscal impact analysis, market analysis, and real estate financial feasibility analysis.

This document constitutes a Request for Qualifications ("RFQ"), in a competitive format, from qualified organizations, individuals or teams of individuals or organizations to provide one or more economic development services contained in this RFQ.

The Corporation expects to enter into a contract for the requested professional services with multiple vendors for a period to be negotiated between the Corporation and the selected Consultants. Proposals submitted jointly by more than one Consultant are permitted.

II. Background and Purpose

Over the last several years, Rhode Island has experienced high unemployment and anemic job creation. Governor Raimondo has made jumpstarting Rhode Island's economy her top priority, and has directed the Secretary of Commerce and the Commerce Corporation to lead the charge. To spark Rhode Island's comeback, the General Assembly recently approved a robust set of new economic incentive programs developed and requested by Governor Raimondo. The Administration is now considering additional steps to build on these initiatives and further spur the state's economy.

III. Scope of Services

The Consultant shall, as directed from time to time during the Contract Term, provide on-going, on-call consulting services for various Commerce projects, initiatives and studies including tax, economic, real estate, and other analyses (collectively, the "Services"), as specified in and in accordance with any Project Assignment awarded to the Consultant in connection with some or all of the services mentioned in this section.

Below are the topic areas covering the services the Corporation seeks to retain. Respondents can include one or more topic areas.

Topic 1: Tax Advising and Analysis

Tasks may include but not be limited to the following:

1. Advice on competitive structuring of Rhode Island's state and local tax system, specifically as it applies to business and compares to systems in competitor states

2. Analysis to support such advice, including evaluation of the effective tax rates of companies in different industry sectors, in Rhode Island and neighboring states

Topic 2: Economic and Fiscal Impact Analysis

Tasks may include but not be limited to the following:

1. Using an industry approved-model such as REMI, IMPLAN or RIMS II, or a model approved by the Corporation, quantify the direct and indirect economic impacts, including
    a. Jobs created during construction and permanent jobs created during operations
    b. Earnings, wages and salaries, or income received
    c. Consumer spending
    d. Supplier impacts of businesses or related local industries

2. Quantify fiscal impacts on state taxes as a whole and each source of sales tax, including sales, personal income and corporate tax.

3. Prepare project based fiscal impact model (spreadsheet template) using Microsoft Excel, suitable for simple input of critical project assumptions and public review of said assumptions, calculations and outputs. The methodology employed should be clearly stated and capable of being independently recreated by incentive applicants and members of the public alike. The fiscal model must project current dollar revenues and costs, and allow for potential phasing of projects. Key project variables need to be capable of independent input. The base fiscal impact model should allow for multiple revenue inputs and application to varying land uses/building types including, but not limited to office, hotels, condos, flex industrial, manufacturing, multifamily, mixed use/retail, destination recreation/retail, parking facilities, and other as determined by the Corporation.

4. Determine return on public investment.

5. Prepare or review tax increment projections under the New Tax Increment Financing act.

Topic 3: Market Analysis

Tasks may include but are not limited to the following:

1. Evaluate the location, including surrounding uses, vehicle traffic patterns, parking availability and pedestrian traffic.

2. Analyze, benchmark and supply market data for the project and the uses contained therein, including rents, construction costs and operating expenses.

3. Confirm or determine highest and best use

Topic 4: Real Estate Financial Analysis

1. Calculate or verify the investment return using IRR, cash-on-cash, NPV or other financial metrics.

2. Evaluate all proposed incentives being requested for any project to determine which, if any, incentive is necessary for the project. The Consultant should demonstrate a strong understanding of statutory requirements for “but for” analysis for each incentive program.

3. Recommend a financial structure that optimizes the public investment

4. Evaluate the level of public sector risk in a proposed transaction, and suggest methods to improve its proposed structure to reduce the public sector risk.

IV. Selection Factors

Selection of the two or more Consultants for negotiations shall be made on the basis of the following factors:

1. Qualifications, expertise, experience, including credentials of key personnel, and work experience as it relates to the scope of work requirements of the RFQ.

2. Method and plan for providing consultant services described herein clearly demonstrating an understanding of the project including approach in providing service and support, level of involvement of key personnel, timing of project and deliverables and samples of similar work.

3. Quality of work, based on favorable references and a review of the proposal.

4. Quality of presentation to the Selection Committee in an oral interview.

5. Price

Selection shall be made of one or more Consultants deemed to be qualified and best suited among those submitting proposals on the basis of the factors involved in the RFQ. The

Corporation reserves the right to request additional information from the consultants submitting proposals.

Actual contractual requirements will be set forth in an "agreement for consultant services" following negotiation with the selected Consultants.

V. Submission Requirements

The Consultant is strongly encouraged to thoroughly review this entire Request for Qualifications as all submittals will be reviewed for compliance with the submission requirements set forth in it. The Consultant must use the following outline to organize the Qualifications Statement and to provide all of the required information. Responses should be limited to twenty-five (25) pages not including the transmittal letter and sample reports.

1. **Title Page -** Indicate the Consultant's complete legal name (and the name under which the Consultant is doing business, if different than the legal name), the form of legal entity corporation: limited liability company, general or limited partnership or sole proprietorship, etc., if not evident from the legal name), local address, telephone number, facsimile number, contact person and title along with contact person's e-mail address, and the date of the qualification statement.

2. **Table of Contents –** The table of contents must clearly identify the material included in the proposal by section and page number.

3. **Transmittal Letter -** The Professional must send a signed letter of transmittal briefly stating:

- The Professional's understanding of the scope of services to be provided;
- Positive commitment to perform the work as it will be described in the professional services contract;
- Why the Professional believes it to be qualified to perform the work;
- The title of the person signing the letter, and a statement that he or she is authorized to bind the Consultant.

4. **The Consultant's Profile -** State the location of the office from which the services will be performed and the number of professional staff employed at that office;

- Provide a brief work or other relevant history of the Consultant;
- Indicate whether the Consultant has provided services to the Corporation in the past and the type of services provided;
- State that the Consultant has no conflict of interest with regard to services to be provided pursuant to the contract(s) contemplated by this Request for Qualifications.

5. **Sample Work Product -** Provide two samples of work product that was conducted in the last two years that is illustrative of the Consultant's capabilities around the scope contemplated under this Request for Qualifications. Provide a reference list of at least three individuals, agencies or companies for work completed in the last four years including location of the project and a contact person familiar with Consultant's work.

6. **The Consultant's Qualifications**
    - Provide a list of the permanent employees of the Consultant anticipated to work on the project, including names, job descriptions, titles, relevant educational and professional experience, certifications and/or licenses.
    - List all Consultant's subcontractors anticipated to work on the project, (if any) including name, relationship, relevant staff and experience;
    - Describe all civil judgments, consent decrees, settlements, and pending or threatened litigation within the last 5 years

7. **Fee** – Proposed a hourly fee or if appropriate a fixed fee for each of the relevant elements of the aforementioned scope

Prior to the assignment of any work under the consultant services contract(s) between the Consultant and the Corporation, the Consultant may be required to update the information requested above, and to disclose any current, past or reasonably foreseeable substantial business relationship with developer(s) or applicant(s) of a specific Corporation project. The Consultant must disclose any current and/or anticipated contracts with developer(s) or applicant(s) who anticipate utilizing Corporation incentives. In addition the Consultant will be required to disclose whether it is current with regard to the payment of all taxes owed (if any) to the State of Rhode Island.

VI. Response Schedule

Six (6) printed copies and one (1) electronic copy (thumb drive) of the proposal **must be submitted no later than 4:00pm on Friday, November 13, 2015 Eastern Daylight Savings Time** to the following:

Rhode Island Commerce Corporation
Attention: Economic Feasibility Consulting Services RFQ
315 Iron Horse Way, Suite 101
Providence, RI 02908

Note: Responses received via electronic submission only will be disqualified. The Corporation reserves the right to reject any and all proposals.

Upon receipt of the submissions, Corporation staff will review the Statements and may select one or more in each category for presentation. Consultant submitting Qualification Statements may be required to make a presentation in order to be considered.

Questions, interpretations, or clarifications concerning this RFQ should be directed by e-mail to Dan Jennings at: Dan.Jennings@commerceri.com no later than 4:30pm on Friday, October 30, 2015. Responses to questions, interpretations, or clarifications concerning this RFQ will be posted online via addendum at www.commerceri.com and www.purchasing.ri.gov by Wednesday, November 4, 2015 to ensure equal awareness of important facts and details.

Rhode Island Commerce reserves the right to reject any or all bids for not complying with the terms of the request for proposal. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

Notifications:

> •Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a)Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
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> •In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful contractor.

The Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Qualifications, and by responding hereto, no firms are vested with any rights in any way whatsoever.